



# VIRGINIA

CONFLICT OF INTEREST AND  
ETHICS ADVISORY COUNCIL

## **User Guide for Lobbyist Registrations and Disclosures**

# Lobbyist Registrations

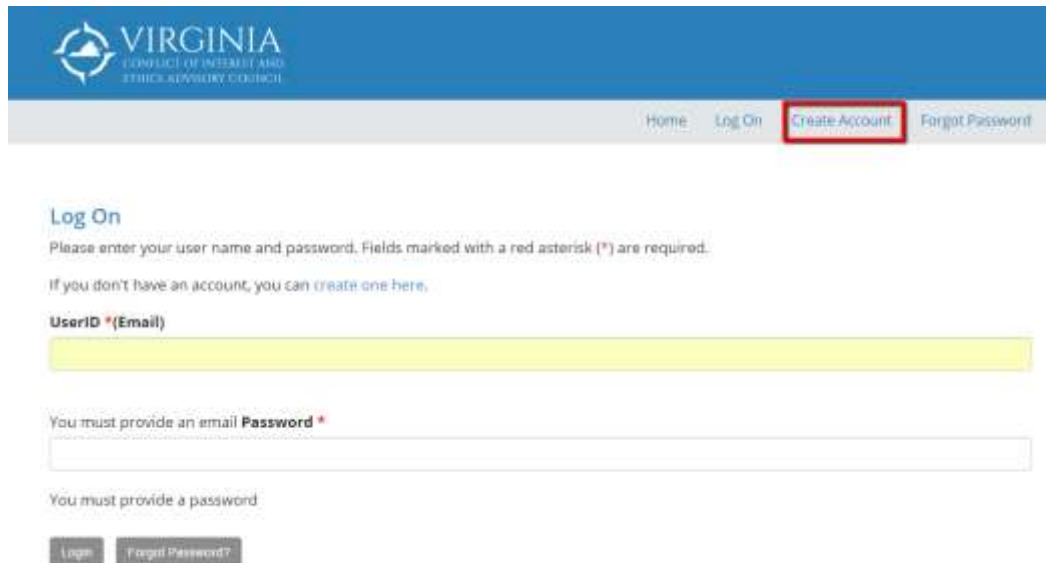
- All lobbyists must register with the Council prior to engaging in lobbying in the capitol city unless one of the exemptions set forth in [§ 2.2-420](#) of the *Code of Virginia* are satisfied
  - You must register for each principal whom you will represent.
- One who engages in lobbying entirely outside the city of Richmond must register within fifteen days of engaging in lobbying
- All lobbyist registrations are required annually and expire April 30. There is a \$100 fee for each principal you will represent

# Online Registration Portal

- In order to create an account you must have a valid email address

## New Users

- New users should click on “Create Account”



**VIRGINIA**  
CONFLICT OF INTEREST AND  
ETHICS ADVISORY COUNCIL

[Home](#) [Log On](#) [Create Account](#) [Forgot Password](#)

**Log On**  
Please enter your user name and password. Fields marked with a red asterisk (\*) are required.  
If you don't have an account, you can [create one here](#).

**UserID \*(Email)**

You must provide an email **Password \***

You must provide a password

[Log In](#) [Forgot Password?](#)



You will need to provide your name, business address including city, state and zip as well as your business phone number and a valid email address. Once all required information has been provided click “Create Account” at the bottom of the form.

# Activation Email

- You will receive an activation email from [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov) which will provide you with a link to activate your account. *Please check your spam/junk folder if you do not receive the email*

To: tinman  
From: Ethics Council <ethics@dls.virginia.gov>  
Message Id: 1481223627-3000132237371-tinman  
Subject: Commonwealth of Virginia Lobbyist Registration - Activate your account  
Received: Thu Dec 08 2016 14:00:27 GMT-0500 (Eastern Standard Time)

text/html ▼

[Show Json](#)

Dear Tin Man:

Thank you for registering on the Commonwealth of Virginia Lobbyist Registration portal. To confirm your email address and finalize your account, you will need to either click the link below or copy the link text and paste into your browser. Please note that you will not be able to create a registration until your account activation has been completed.

Account activation link:

<http://TestEthicsPortal.dls.virginia.gov/frmRegistration.aspx?Registrationkey=PdfP0HACL35KqoBgB7FZCzFEI0VsSowb>

*This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.*

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Virginia Conflict of Interest and Ethics Advisory Council  
201 N. 9th Street, 2nd Fl.  
Richmond, VA 23219  
[ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)

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The link provided is specific to your account. You will not be able to activate/access your account until you click the link provided in the email.

# Account Activated

- Once you receive the *Account Activated* screen you can click “Take me to the Login Page” and begin registering

Account Activated!

Your account has been activated. You are free to login with the email address and password you provided when setting up your account.

[Take me to the Login Page](#)

# Online Registration Portal

## Returning Users

- Returning users should click on Log On
  - You will need your email address and password to log on



[Home](#)

[Log On](#)

[Create Account](#)

[Forgot Password](#)

Welcome !

## Lobbyist Registration and Disclosure Portal

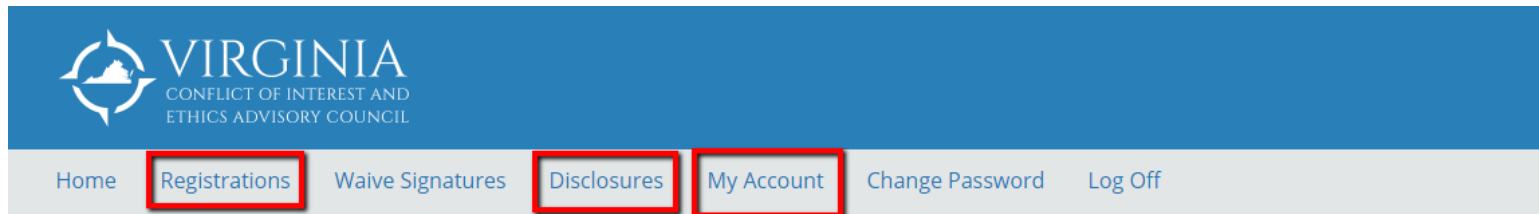
The Lobbyist Registration and Disclosure portal allows lobbyists and lobbyist principals to submit registration and disclosure forms online.



If you have forgotten your password, click “Forgot Password” and instructions will be emailed to you to reset your password

# Navigation Screen

- Once you log in you will see the following screen



Welcome Tin Man!

## Lobbyist Registration and Disclosure Portal

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbyist principals to submit registration and disclosure forms online.

### I would like to register as a lobbyist:

Once you are logged in, you can click the Registrations link in the menu to view your registrations or to create a new lobbyist registration.

You must register for each principal on whose behalf you will be lobbying. Lobbyist registrations are required annually and expire May 1. Your lobbyist registration must be received and approved prior to engaging in lobbying activity. One who engages in lobbying entirely outside the capital city must register within fifteen days of engaging in lobbying.

There is a \$100.00 registration fee per principal.



From here you can navigate to your registrations, disclosures and also make any necessary changes to your profile by clicking “My Account”

# Lobbyist Registration

- On the registration page you can create a new registration by clicking Add New Lobbyist Registration

## My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the Available Actions section to work with a registration form.

[Add New Lobbyist Registration](#) [List All Unpaid Registrations](#)

Show

[← Previous](#) [Next →](#)

▼ Lobbying Year	◆ Lobbyist	◆ Principal	◆ Status	◆ Available Actions
-----------------	------------	-------------	----------	---------------------



The Wizard will guide you step-by-step through the registration process. Click “Next” in the bottom right to proceed



# Principal Information

- Here you will add your principal name, address and phone number as well as the type of business they are engaged in

*\*Type the name of the Principal (entity) in the box provided and click Search. If your Principal is in the system you can select the appropriate name*

Please provide the name of the Principal for which you intend to lobby.  
You can search for an existing Principal in the box below or create a new Principal if you cannot find the one you want.

Wizard of Oz

No Principal found. You can fill in the address information below and click 'Next' to save a new Principal.  
Please provide the name, telephone and permanent business address of the Principal for which you intend to lobby.

Principal Name\*

Address Line 1\*  Address Line 2

City\*  State\*  Postal Code\*

Primary Phone\*

Please provide the type of business the principal is engaged in:


Also, enter the type of business the principal is engaged in and click "Next" at the bottom

# Authorizing Officer

- Enter the name of the officer of the principal who is authorizing you to lobby on their behalf as well their address and contact information and click Next
  - The Principal Authorizing Officer may not be the same as the lobbyist

*\*Please enter the officer's name in the box and click Search to see if they are already in our system*

Please provide the name of the individual authorizing your employment as a lobbyist. The lobbyist filing this registration MAY NOT be the same as the Principal Officer.

Search for an existing contact by using the Search box below 

Cowardly Lion

No Principal Officer found. You can fill in the name and address information below and click 'Next' to save a new Principal Officer.

First Name*	Middle Name	Last Name*	Suffix
<input type="text" value="Cowardly"/>	<input type="text"/>	<input type="text" value="Lion"/>	<input type="text"/>

Address Line 1*	Address Line 2
<input type="text" value="1 Yellow Brick Road"/>	<input type="text"/>

City*	State*	Postal Code*
<input type="text" value="Oz"/>	<input type="text" value="VA"/> ▼	<input type="text" value="12345"/>

Primary Phone*	Email Address*
<input type="text" value="8045555555"/>	<input type="text" value="cowardlylion@mailinator.com"/>

Click 'Next' to continue...

# Principal Records Storage

- If the principal's lobbying records will be stored in the same location as entered on the previous screen check the box for Same as principal officer. If not, indicate where the records will be stored and click Next

Start

Principal

Principal Authorizing Officer

**Principal Records Storage**

Other Lobbyists

Lobbyist Information


Registration Editor: Principal Records Storage

Lobbying Year: 2016-2017

Lobbyist:

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**Please provide the name of the individual who will retain ALL records, on behalf of the Principal, with respect to your lobbying activities for their organization, if different from the Principal Officer.**

Check the box to use the principal officer, or search for an existing contact by typing in the box below. If the contact does not appear in the list you can create a new contact. 

☒ **Same as principal officer**

Search

Step 3 of 10

Principal: Wizard of Oz

# Other Lobbyists

- List the name, address and phone number of all other lobbyists who are registered to represent the principal and click Next

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Registration Editor: Other Lobbyists

Lobbying Year: 2016-2017

Lobbyist:

Step 4 of 10

Principal: Wizard of Oz

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**Please list the full name(s), business address(es), and telephone number(s) of all other individual(s) who are registered to lobby on behalf of the *PRINCIPAL* identified in Step 1.**

Wicked Witch, 1 Yellow Brick Road, Oz, Va 12345, 804-555-5555.

Scarecrow, 1 Yellow Brick Road, Oz, Va 12345, 804-555-5555.

# Lobbyist Information

- If you will be the lobbyist for the registration, check the box “I am the lobbyist for this registration”
- If you need to update your information click Save and Exit and then My Account

The screenshot shows a web interface for lobbyist registration. At the top is a navigation bar with links: Home, Registrations, Waive Signatures, Disclosures, My Account (highlighted with a red box), Change Password, and Log Off. Below the navigation bar is a sidebar with a list of steps: Start, Principal, Principal Authorizing Officer, Principal Records Storage, Other Lobbyists, Lobbyist Information, Lobbyist Records Storage, Lobbyist Purpose, Lobbyist Compensation, and Review Registration. The main content area is titled 'Registration Editor: Lobbyist Information' and shows 'Step 5 of 10' and 'Principal: Wizard of Oz'. The 'Principal Authorizing Officer' section contains instructions and a search box. A red arrow points to the checkbox 'I am the lobbyist for this registration.' which is checked. Below this is a search box with a 'Search' button. The 'Lobbyist Information' section contains a message: 'To update the Lobbyist information, go to My Account to edit', where 'My Account' is highlighted with a red box. The form fields for the lobbyist are: First Name (Tin), Middle Name, Last Name (Man), Suffix, Address Line 1 (1 Yellow Brick Road), Address Line 2, City (Oz), State (WA), and Postal Code (12345).

Home Registrations Waive Signatures Disclosures **My Account** Change Password Log Off

Start Registration Editor: Lobbyist Information Step 5 of 10  
Principal Lobbying Year: 2016-2017 Principal: Wizard of Oz  
Principal Authorizing Officer Please provide the name of the Lobbyist registering to represent the Principal listed in Step 1. The lobbyist MAY NOT be the same as the Principal Officer.  
Principal Records Storage Search for an existing contact by typing in the box below, or create a new contact if the contact does not appear in the list.  
Other Lobbyists ☒ I am the lobbyist for this registration.  
Lobbyist Information To update the Lobbyist information, go to **My Account** to edit.  
Lobbyist Records Storage  
Lobbyist Purpose  
Lobbyist Compensation  
Review Registration

First Name\* Middle Name Last Name\* Suffix  
Tin Man  
Address Line 1\* Address Line 2  
1 Yellow Brick Road  
City\* State\* Postal Code\*  
Oz WA 12345

# Lobbyist Records Storage

- If your records will be stored at the address entered in your account check the box “Same as Lobbyist.” If your records will be stored at a separate location, please enter that information here

Registration Editor: Lobbyist Records Storage

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 6 of 10

Principal: Wizard of Oz

Please provide the name of the individual who will retain ALL records, on behalf of the Lobbyist, with respect to your lobbying activities for the Principal identified in Step 1, if different from the Lobbyist listed in Step 5.

Search for an existing contact by typing in the box below, or create a new contact if the contact does not appear in the list.

☐ Same as Lobbyist



At any time you can click Save and Exit in the bottom left of the screen to come back later and complete your registration

# Lobbying Purpose

- On this screen you will need to enter all matters for which you expect to lobby

Registration Editor: Lobbyist Purpose

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 7 of 10

Principal: Wizard of Oz

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Identify the subject matter (with as much specificity as possible) for which you expect to lobby.\*

Following the yellow brick road

# Lobbyist Compensation

- Here you will describe your relationship with the principal

Registration Editor: Lobbyist Compensation

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 8 of 10

Principal: Wizard of Oz

Describe your relationship with the Principal listed in Step 1 (*check only one*):\*

As a lobbyist, you are:

- ☐ Employed (Lobbyist is on payroll of principal)
- ☒ Retained (Lobbyist is not on payroll of principal, but is compensated)
- ☐ Not Compensated (Lobbyist not compensated, but expenses may be reimbursed)

If you are employed by the Principal, please provide your job title:



***Employed*** – you are on the payroll of the principal and must provide your title within the organization

***Retained*** – you are **NOT** on the payroll of the principal , but you are compensated

***Not Compensated*** – you are not compensated by the principal; however, you may be reimbursed for your expenses incurred from lobbying activity



# Preview Registration

- Now you have completed entering your information for your registration and must **PREVIEW** your registration before you can sign and submit it for approval

Registration Editor: Review Registration

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 9 of 10

Principal: Wizard of Oz

Your Lobbyist Registration is ready for submission.

Please carefully review all the information on your Lobbyist Registration and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the Preview button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

This Lobbyist Registration Form will be available to the public via the searchable database on the Virginia Conflict of Interest and Ethics Advisory Council website, as required by § 30-356.

Preview



- Using Internet Explorer
  - Your preview will open in a new tab in your browser
- Using Chrome
  - Your preview will open in a fancy box

# Preview Registration

- Below is an example of a registration in PREVIEW status.

The screenshot shows a web browser window with the URL [testethicsportal.dls.virginia.gov/frmPreview.aspx?Preview=1](http://testethicsportal.dls.virginia.gov/frmPreview.aspx?Preview=1). The page title is "VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL". Below the title is the "Lobbyist Registration Form (Rev. 10/2008)". A notice states: "There is a \$100 fee required for registration (local government employees are exempted from this fee). This form can be submitted electronically on the Council's website at [ethics.dls.virginia.gov](http://ethics.dls.virginia.gov) or mailed to: Secretary of the Commonwealth, Attn: Lobbyist Registration, 111 East Broad Street, 4th Fl, Richmond, Virginia 23219".

**PART I: PRINCIPAL INFORMATION**

Please provide the name of the Principal for which you intend to lobby:

1. NAME OF PRINCIPAL:	Ward of Gc
Permanent Business Address:	1 Yellow Brick Road Ct, KS 12145
Business Telephone:	8045555555

Please provide the type of business the Principal is engaged in:

2. Type of Business:	Consulting
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Please provide the name of the individual authorizing your employment as a lobbyist. The lobbyist filing this registration MAY NOT be the same as the Principal Officer:

3. NAME OF PRINCIPAL OFFICER:	Conorally Law
Permanent Business Address:	1 Yellow Brick Road Ct, VA 12145
Business Telephone:	8045555555
E-Mail Address:	conorallylaw@msn.com

At the bottom of the form, there are three buttons: "Lobbyist Purpose", "Lobbyist Compensation", and "Lobbyist Signature".



**You have NOT submitted your registration at this point – please continue**

Once you have confirmed all the information entered is correct you can close this window to return to the electronic signature page

# Electronic Signature

- After you have *PREVIEWED* your registration you will need to electronically sign your registration by typing your name in the boxes exactly as it appears and then click Submit

I, the undersigned lobbyist, do state that the information furnished on this registration statement and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Signature\*

Tin Man  
Tin Man

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION.

Signature\*

Tin Man  
Tin Man

*Note: Pursuant to §2.2-423, a principal may elect to waive the principal signature requirement on disclosure filings by submitting a signature waiver form to the Virginia Conflict of Interest and Ethics Advisory Council after this registration form has been approved.*

Click Submit to continue...

Back

Submit



*You still have NOT submitted your registration at this point – please continue*

# Confirmation of Submission

- In order to submit your registration you will need to click Confirm Submission

## Signature Successfully Saved

Are you sure you want to submit your Lobbyist Registration?

After submission, you will be unable to make any further modifications

Confirm Submission

Cancel



*Once payment has been received, your registration will be submitted to the Council for review and approval*

# Payment for Registration

- You now have the option to either submit payment now or later. Click Pay Now if you wish to pay electronically, “Pay Later” if you have more registrations to prepare before making a bulk payment or if you intend to submit your payment via check.

**Your submission was successful.**

Press 'Pay Now' to pay, or press 'Pay Later' to return to the registration listing.



# Pay Now

- Enter your credit card information to pay for your registration. Once you have entered all required information, check the authorization box and click Process

**Payment Information**

Payment Description	Payment Amount
Lobbyist Registration Fee	100.00

Card Number \*

Exp Date (MMYY) \*

CVV2 \*

Company

First Name \*

Last Name \*

Address 1 \*

Address 2

City \*

State \*

ZIP Code \*

Country \*

Phone \*

Email Address \*

☐ I authorize Conflict of Interest and Ethics Advisory Council to use information above to initiate an electronic fund transfer from the above credit card to process a single payment for the amount of \$100.00.



*Once payment has been received, your registration will be submitted to the Council for review and approval*

# Pay Later

- List All Unpaid Registrations on the My Registration Forms section will provide any registration you have not yet paid
  - You can select only one registration for payment or all available registrations

## My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the Available Actions section to work with a registration form.

Add New Lobbyist Registration		List All Unpaid Registrations		
Show	10	← Previous 1 Next →		
▼ Lobbying Year	⚡ Lobbyist	⚡ Principal	⚡ Status	⚡ Available Actions
2016-2017	Man, Tin	Big Bang	Submitted Unpaid	<a href="#">View Pay</a>
2016-2017	Man, Tin	Death Star	Submitted Unpaid	<a href="#">View Pay</a>
2016-2017	Man, Tin	Wizard of Oz	Submitted Paid	<a href="#">View</a>

## Payable Registrations for Lobbying Year 2016-2017

This list contains the registrations with a Status of "Signed, Awaiting Payment" from "My Registration Forms"

Select/Unselect All		Pay Selected	
▲	⚡ Last Modified	⚡ Lobbyist Full Name	⚡ Principal Name
<input checked="" type="checkbox"/>	12/8/2016 7:50:22 PM	Man, Tin	Death Star
<input checked="" type="checkbox"/>	12/8/2016 7:52:25 PM	Man, Tin	Big Bang

# Payment Receipt

- You will receive a payment confirmation screen (shown below) which you can print for your records (Ctrl + P).

## Payment – Single Registration

### Payment was successful!

Transaction ID: 081216A15-7E3569A0-4D88-4FED-8C70-9D675C1CD27F  
Transaction Time: 12/08/2016 02:48:38 PM  
Approval Code: CVI382  
Credit Card Name: Tin Man  
Credit Card Number (last 4 digits): 1111  
Credit Card Exp Date: 1018  
Credit Card Type:  
Amount: 100.00

Principal: Wizard of Oz  
Lobbyist: Tin Man

## Payment – Multiple Registrations

### Payment was successful!

Transaction ID: 081216A15-9316001E-9125-4530-9A14-05FDF0E8B488  
Transaction Time: 12/08/2016 02:56:19 PM  
Approval Code: CVI421  
Credit Card Name: Michelle LeGates  
Credit Card Number (last 4 digits): 1111  
Credit Card Exp Date: 1018  
Credit Card Type:  
Amount: 200.00

Principal(s): Death Star, Big Bang  
Lobbyist(s): Tin Man, Tin Man



*Once payment has been received, your registration will be submitted to the Council for review and approval*



# Registration Status

- Your registration status will now be Submitted Paid
  - You can view or print your completed registration by clicking View in the screen below

## My Registration Forms

This view lists all of the registration forms that you have created or are party to and displays the current status of each registration. Use the buttons in the Available Actions section to work with a registration form.

Add New Lobbyist Registration

List All Unpaid Registrations

Show 10 ▾

← Previous 1 Next →

▼ Lobbying Year	⚙ Lobbyist	⚙ Principal	⚙ Status	⚙ Available Actions
2016-2017	Man, Tin	Big Bang	Submitted Paid	<a href="#">View</a>
2016-2017	Man, Tin	Death Star	Submitted Paid	<a href="#">View</a>
2016-2017	Man, Tin	Wizard of Oz	Submitted Paid	<a href="#">View</a>

← Previous 1 Next →

# Approval of Registration

- Upon approval of your registration by the Council, you will receive an email notification that your registration has been approved

To: [tinman](#)  
From: Ethics Council <[ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)>  
Message Id: 1481227291-3000132366078-tinman  
Subject: **Your Lobbyist Registration has been approved**  
Received: Thu Dec 08 2016 15:01:31 GMT-0500 (Eastern Standard Time)

text/html ▼

[Show Json](#)

Dear Tin Man:

Your Lobbyist Registration for principal Big Bang for Lobbying Year 2016-2017 has been approved.

You must submit a disclosure by July 1. Lobbyist disclosure statements must be electronically signed by both the lobbyist and the principal officer, unless the principal officer has elected to waive his signature requirement.

This notification will serve as your receipt, please retain it for your records. Thank you for participating in the lobbyist registration process.

*Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.*

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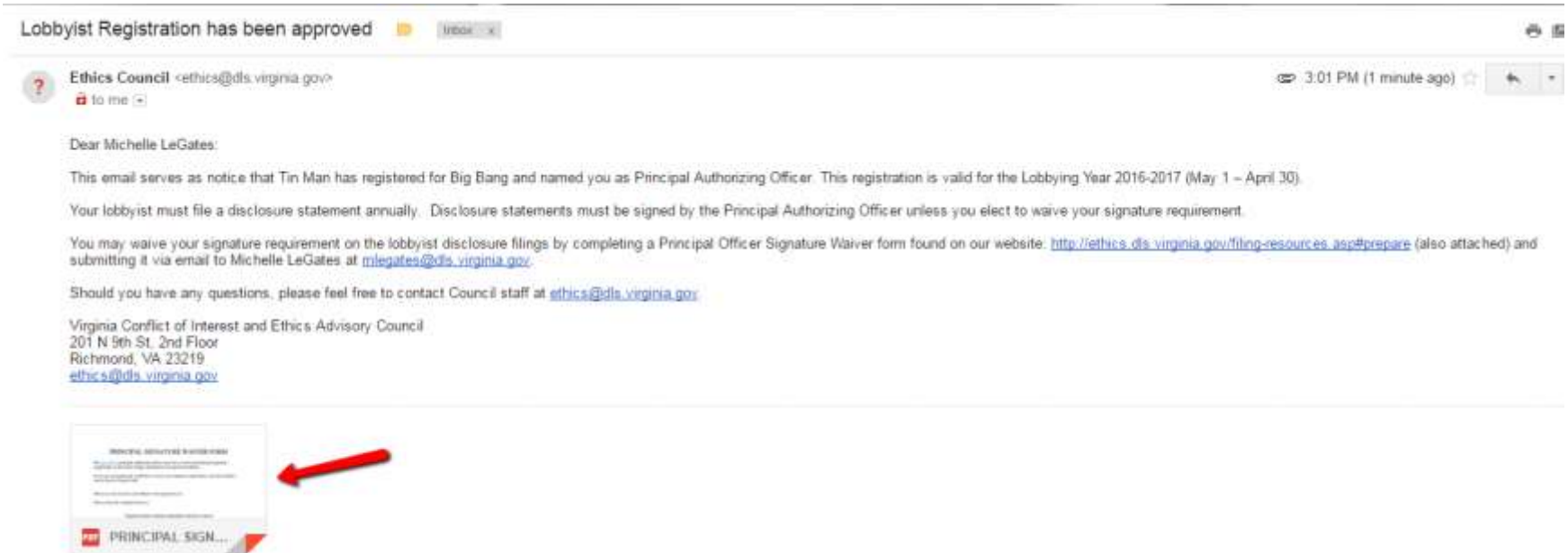
Virginia Conflict of Interest and Ethics Advisory Council  
201 N 9th St, 2nd Floor  
Richmond, VA 23219  
[ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)



*Your registration status will now be Approved*

# Approval of Registration

- Your Principal Authorizing Officer listed on your registration will also receive an email notifying them of the registration and providing them with a waiver of signature form
  - The waiver can be printed, signed and emailed to Council staff
  - The principal officer also has the option of electronically waiving the signature requirement



# Lobbyist Disclosures

- All lobbyists must file with the Council an annual disclosure statement as required by § 2.2-426 of the *Code of Virginia* for each principal he is registered to represent. The filing deadline is **July 1** covering activity from May 1 to April 30
- Failure to meet this deadlines will result in a civil penalty of \$50 assessed to both the lobbyist and the lobbyist's principal each. If the statement is not filed within 10 days of the deadline, on the 11<sup>th</sup> day, and until the statement has been filed, additional civil penalties of \$50 PER DAY will be imposed on both the lobbyist and the principal
- Please note that no individual who has failed to file a disclosure statement or who has failed to pay all penalties associated with a late filing will be permitted to register or act as a lobbyist as long as that person remains in default
- Effective July 1, 2016 disclosure statements are required to be filed electronically per § 2.2-426 of the Code of Virginia

# Online Disclosures

- Login to your account and click Disclosures

[Home](#)[Registrations](#)[Waive Signatures](#)[Disclosures](#)[My Account](#)[Change Password](#)[Log Off](#)

Welcome Tin Man!

## Lobbyist Registration and Disclosure Portal

The Lobbyist Registration and Disclosure portal allows lobbyists and lobbyist principals to submit registration and

# Edit or Preview Disclosures

- From here you can Edit your draft disclosure forms as well as Preview
  - Disclosures will not appear until you have an approved registration

## My Disclosure Forms

This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

Show	10				← Previous	1	Next →
▼ Lobbying Year	⚙ Lobbyist	⚙ Principal	⚙ Status	⚙ Available Actions			
2016-2017	Tin Man	Big Bang	Draft	<a href="#">Edit</a> <a href="#">View</a>	← Previous	1	Next →

# Edit Disclosures

- When you click Edit you will be taken to the disclosure wizard which will guide you through preparing your disclosure for submission— click Next to begin

Start	Disclosure Editor: Start Lobbying Year: 2016-2017 Lobbyist: Tin Man	Step 0 of 9 Principal: Big Bang
Principal and Principal Officer		
Lobbyist Information	Virginia Conflict of Interest and Ethics Advisory Council Commonwealth of Virginia Lobbyist Disclosure Statement	
Employment Status	This wizard will guide you through completing your Lobbyist Disclosure Statement. You can press the Next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the back button. In addition, the step listing on the left will take you to any step you have previously completed during your session.	
Lobbying Activity	Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 20 minutes of inactivity, which will also result in the loss of any unsaved data. Incomplete forms can be accessed through the disclosure listing and resumed at a later date.	
Filing Type	You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by pressing Submit.	
Lobbyist Compensation	This Lobbyist Disclosure Statement will be available to the public via the searchable database on the Virginia Conflict of Interest and Ethics Advisory Council website, as required by § 30-356.	
Expenditure Totals		
Schedule A		
Schedule B		
Schedule C		
Review Disclosure		

Save & Exit

Click Next to continue...

Back

Next

# Principal and Principal Authorizing Officer

- This information will prefill from your registration. If your principal officer has changed since registration you can contact Council staff via email to have this information updated – click Next to continue

Start | Disclosure Editor: Principal | Step 1 of 9

Principal and Principal Officer | Lobbying Year: 2016-2017 | Principal: Big Bang

Lobbyist Information | Lobbyist: Tin Man

Employment Status

Lobbying Activity

Filing Type

Lobbyist Compensation

Expenditure Totals

Schedule A

Schedule B

Schedule C

Review Disclosure

Name of Principal: Big Bang

Principal Officer Information: This is the name and contact information of the individual authorizing the employment of the lobbyist.

First Name: Michelle | Middle Name: | Last Name: LeGates | Suffix:

Address Line 1: 1817 LARKHILL LN | Address Line 2:

City: NORTH CHEST | State: VA | Postal Code: 23235

Primary Phone: 8045030468 | Email Address: michelle.legates@gmail.com

Save & Exit | Click Next to continue... | Back | Next



*You can click Save & Exit at any time to save your progress and return at a later time to complete your filing*



# Lobbyist Information

- Your lobbyist information will prefill based on the information in your registration. If this needs to be updated please contact Council staff via email.

---

## Lobbyist Information

This is the name and contact information of the lobbyist that is registered to represent the principal.

**First Name**

Tin

**Middle Name**

**Last Name**

Man

**Suffix**

**Organization**

**Address Line 1**

1 Yellow Brick Road

**Address Line 2**

**City**

Oz

**State**

VA

**Postal Code**

12345

**Primary Phone**

8045555555

**Email Address**

tinman@mailinator.com

# Lobbyist Relationship with the Principal

- Your relationship with the Principal will prefill based on information entered in the registration process. If you need to update your relationship with the Principal please contact Council staff

---

Disclosure Editor: Employment Status

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 3 of 9

Principal: Big Bang

---

## **Describe your relationship with the principal.**

As a lobbyist, you are:

- ☐ Employed (on payroll of principal)
- ☒ Retained (compensated but not on the payroll of the principal)
- ☐ Not Compensated (not compensated, but expenses may be reimbursed)

# Lobbying Activity

- Here you will provide a list of your lobbying activity. If no direct lobbying was performed, you can state that as well

Disclosure Editor: Lobbying Activities

Lobbying Year: 2016-2017

Lobbyist: Tin Man

---

**Identify the subject matter (with as much specificity as possible) for which you or those incorporated on this filing lobbied. \***

Matters related to quantum physics

# Types of Disclosure Filings

- I am filing a statement on behalf of myself
  - Pick this type of filing if you are only reporting financial information for yourself
- I am filing a statement on behalf of myself and the following lobbyists representing this principal
  - Pick this type of filing if you will be filing the financial information for yourself as well as other lobbyists working for the same principal
- My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist
  - Pick this type of filing if another lobbyist has reported financial information on your behalf

---

Disclosure Editor: Incorporated Filings

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 5 of 9

Principal: Big Bang

---

**Indicate how your disclosure statement is being filed**

- ☐ I am filing a statement on behalf of myself
- ☐ I am filing a statement on behalf of myself and the following lobbyists representing this principal
- ☐ My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist

# Incorporated Disclosures

- I am filing a statement on behalf of myself and the following lobbyists representing this principal
  - Select the lobbyist(s) who will be included in your financial data and click the +
  - Only lobbyists registered to represent the principal in the current lobby year will appear for this selection. If the lobbyist you are looking for does not appear, please contact Council staff

Indicate how your disclosure statement is being filed

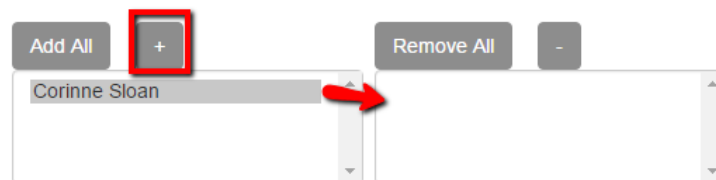
- ☐ I am filing a statement on behalf of myself
- ☒ I am filing a statement on behalf of myself and the following lobbyists representing this principal
- ☐ My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist

If you are filing financial information on behalf of other lobbyists, please specify these other lobbyists below.

You can add a party to the incorporated filing by clicking on plus button in the list below.

To remove a contact, click on their name and click the minus button. You can add or remove all of the contacts in the list by clicking on the corresponding link.

## Parties to the Incorporated Filing



The screenshot shows a web interface for adding parties to a filing. At the top, there are four buttons: 'Add All', a plus sign '+', 'Remove All', and a minus sign '-'. Below these buttons is a list box containing the name 'Corinne Sloan'. A red box highlights the plus sign button, and a red arrow points from it to the list box, indicating the action to add a party.

# Incorporated Disclosures Non Financial Filer

- If you are not the financial filer for the principal, select the individual who will file the financial data on behalf of the principal
  - As you will not be filing the financial data, you will be taken to the end of the form to preview and electronically sign your disclosure statement

Disclosure Editor: Incorporated Filings

Lobbying Year: 2016-2017

Lobbyist: Michelle LeGates

Indicate how your disclosure statement is being filed

- ☐ I am filing a statement on behalf of myself
- ☐ I am filing a statement on behalf of myself and the following lobbyists representing this principal
- ☒ My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist

Select the individual that will be filing financial information.

Corinne Test

If your disclosure will be incorporated into another lobbyist's filing, select the individual who will file your financial data from the list to the left and their information will prefill below

First Name\*

Corinne

Middle Name

Last Name\*

Test

Suffix

Address Line 1\*

123 main street

Address Line 2

# Individual Disclosure

- Indicate you are filing an individual disclosure

Indicate how your disclosure statement is being filed

☒ I am filing a statement on behalf of myself

☐ I am filing a statement on behalf of myself and the following lobbyists representing this principal

☐ My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist

- Indicate you are filing an individual disclosure
- Enter compensation paid to you for lobbying activities on behalf of the principal

## Retained or Not Compensated Lobbyist

Indicate the total amount paid or reimbursed to you, your firm, organization, association, corporation, or other entity for lobbying services.



*Enter numbers and decimals only, no special characters*

# Individual Disclosure

- Enter compensation paid to you for lobbying activities on behalf of the principal
  - The total entered here should match the total previously answered for compensation

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyists," includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only.

Entertainment\*

Compensation of lobbyist(s)\*

Gifts\*

Honoraria\*

Communications\*

Other\*

Personal living and travel expenses\*

Total\*



*Enter numbers and decimals only, no special characters*



# Lobbyist Compensation Incorporated - Retained Lobbyists Only

- Here you will enter compensation paid to your firm for lobbying activities
  - Enter the total amount of compensation paid to your firm

Disclosure Editor: Lobbyist Compensation

Lobbying Year: 2016-2017

Lobbyist: Tin Man

---

## Retained or Not Compensated Lobbyist

Indicate the total amount paid or reimbursed to you, your firm, organization, association, corporation, or other entity for lobbying services.



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation Incorporated - Retained Lobbyists Only

- Here you will enter compensation paid to your firm for lobbying activities
  - The total entered here should match the total previously answered for compensation

Disclosure Editor: Expenditure Totals

Lobbying Year: 2016-2017

Lobbyist: Tin Man

Step 7 of 9

Principal: Big Bang

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyist(s)," includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only.

Entertainment\*

Compensation of lobbyist(s)\*

Gifts\*

Honoraria\*

Communications\*

Other\*

Personal living and travel expenses\*

Total\*



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation

## Incorporated - Retained and Employed Lobbyists

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation for lobbying activities related only to himself
  - Compensation related to the employed lobbyist(s) incorporated into your filing will be entered on the next screen

Disclosure Editor: Lobbyist Compensation

Lobbying Year: 2016-2017

Lobbyist: Tin Man

---

### Retained or Not Compensated Lobbyist

Indicate the total amount paid or reimbursed to you, your firm, organization, association, corporation, or other entity for lobbying services.



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation

## Incorporated - Retained and Employed Lobbyists

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation for lobbying activities paid to ALL lobbyists who are incorporated into his filing

Disclosure Editor: Expenditure Totals  
Lobbying Year: 2016-2017  
Lobbyist: Tin Man

Step 7 of 9  
Principal: Big Bang

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyists," includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only.

Entertainment*	Compensation of lobbyist(s)*
<input type="text"/>	<input type="text"/>
Gifts*	Honoraria*
<input type="text"/>	<input type="text"/>
Communications*	Other*
<input type="text"/>	<input type="text"/>
Personal living and travel expenses*	Total*
<input type="text"/>	<input type="text"/>



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation

## Incorporated - Retained and Employed Lobbyists

Indicate how your disclosure statement is being filed

☐ I am filing a statement on behalf of myself

☐ I am filing a statement on behalf of myself and the following lobbyists representing this principal

☒ My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist

Select the individual that will be filing financial information.

Tin Man

Select the lobbyist who will file the financial data on behalf of the principal

- The lobbyist(s) who are employed by the principal, and not filing the financial data on behalf of the principal, will enter compensation related **ONLY** to themselves
  - Since this lobbyist is not the financial filer for the disclosure, this will be the only financial question asked. The lobbyist who is incorporated into another's filing will now be taken to the preview/signature page of the disclosure

### Employed Lobbyist

Indicate the total amount paid to you for lobbying services. If you have job responsibilities other than those involving lobbying, you may have to prorate to determine the part of your salary attributable to your lobbying activities.



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation

## Incorporated - Employed Lobbyists Only

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation for lobbying activities related **only to himself**
  - On the next screen you will be prompted to enter the financial data paid to all lobbyists representing this principal

### Employed Lobbyist

Indicate the total amount paid to you for lobbying services. If you have job responsibilities other than those involving lobbying, you may have to prorate to determine the part of your salary attributable to your lobbying activities.



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation Incorporated - Employed Lobbyists Only

- Here the lobbyist filing the financial data on behalf of himself and other lobbyists will enter compensation paid for lobbying activities to ALL lobbyists who are incorporated into your filing
  - This figure will *not* match the amount previously listed as compensation paid to you

Disclosure Editor: Expenditure Totals  
Lobbying Year: 2016-2017  
Lobbyist: Tin Man

Step 7 of 9  
Principal: Big Bang

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyists," includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only:

Entertainment*	Compensation of lobbyist(s)*
<input type="text"/>	<input type="text"/>
Gifts*	Honoraria*
<input type="text"/>	<input type="text"/>
Communications*	Other*
<input type="text"/>	<input type="text"/>
Personal living and travel expenses*	Total*
<input type="text"/>	<input type="text"/>



*Enter numbers and decimals only, no special characters*

# Lobbyist Compensation Incorporated - Employed Lobbyists Only

Indicate how your disclosure statement is being filed

☐ I am filing a statement on behalf of myself

☐ I am filing a statement on behalf of myself and the following lobbyists representing this principal

☒ My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist

Select the individual that will be filing financial information.

Tin Man

Select the lobbyist who will file the financial data on behalf of the principal

- The lobbyist(s) who are employed by the principal, and not filing the financial data on behalf of the principal, will enter compensation related **ONLY** to themselves
  - Since this lobbyist is not the financial filer for the disclosure, this will be the only financial question asked. The lobbyist who is incorporated into another's filing will now be taken to the preview/signature of the disclosure

## Employed Lobbyist

Indicate the total amount paid to you for lobbying services. If you have job responsibilities other than those involving lobbying, you may have to prorate to determine the part of your salary attributable to your lobbying activities.



*Enter numbers and decimals only, no special characters*



# Expenditures

- Any lobbying related expenditures must be disclosed in the expenditures section

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyists," includes those of yourself and all lobbyists you are filing on behalf of.

Please enter numeric values only.

Entertainment\*

989.23

Compensation of lobbyist(s)\*

8,965.23

Gifts\*

340.89

Honoraria\*

0.00

Communications\*

45.00

Other\*

65.00

Personal living and travel expenses\*

568.23

Total\*

10198.91

the total of  
your  
expenditures  
will be  
displayed here



*Enter numbers and decimals only, no special characters*

# Itemized Expenses - Schedule A

- If you need to disclose any events, entertainment, meals, or travel expenses on Schedule A select Yes and click Add Item to enter the necessary information

## Itemized Schedules

Do you have events, entertainment, meals or travel expenses to itemize?

☒ Yes ☐ No

Any single event, entertainment event, meal, or travel included in the expense totals of the principal, with a value greater than \$50, should be itemized below.

## Schedule A Attachments

Event Date	Event Location	Event Description	Widely Attended	Number Attending	Attendee Names	Total Value	Available Action
------------	----------------	-------------------	-----------------	------------------	----------------	-------------	------------------

Add Item

If you have events, entertainment, meals, or travel expenses to report select Yes and click Add Item to enter the necessary information

# Itemized Expenses - Schedule A

- If you have more than one reportable event click Save & New, if not click Save & Close
  - Only report events, entertainment, meals, and travel if the total expense was more than \$50
    - Names of legislative and executive officials must be reported if the total ***per person*** cost was more than \$50

**Schedule A**  
**Events, Entertainment, Meals, and Travel Expenses**

Any single entertainment event included in the expense totals of the principal, with a value greater than \$50, should be itemized below. List the names of the attendees only if the average value for each person attending the event was greater than \$50.

**Create New Schedule A**

**Event Details**

Location of event:\*  Date of event:\*

Description of event, entertainment, meal or travel:\*

Is this a widely attended event?\*: ☒ Yes ☐ No Total number of persons attending event?\*:

List the names of legislative and executive officials or members of their immediate families attending. List names only if the average value for each person attending the event was greater than \$50. You are not required to list the names of individuals who paid for or reimbursed the value of their attendance.

**Names of Attendees**

**Total Value:\***

**click Cancel to exit the form**

# Itemized Expenses - Schedule A

- Data entered will appear in the table and be included in your disclosure statement
  - Your itemized total for events, entertainment, meals, and travel might *not* match the total in the expenditures section as only events with a total value of \$50 or greater must be itemized

Disclosure Editor: Expenditure Totals

Lobbying Year: 2016-2017

Lobbyist: Michelle LeGates

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including "compensation of lobbyists," includes those of yourself filing on behalf of:

Please enter numeric values only.

Entertainment\*

989.23

Compensation of lobbyist(s)\*

8,965.23

Do you have events, entertainment, meals or travel expenses to itemize?

☒ Yes ☐ No

Any single event, entertainment event, meal, or travel included in the expense totals of the principal, with a value greater than \$50, should be itemized below.

## Schedule A Attachments

Event Date	Event Location	Event Description	Widely Attended	Number Attending	Attendee Names	Total Value	Available Action
8/9/2016	Richmond, Va, Hard Shell	Dinner and Reception	Yes	56	Senator A, Delegate A	895.65	<a href="#">Edit</a>   <a href="#">Delete</a>

Add Item

You can edit or delete data as necessary by using the buttons in the Action column

# Itemized Expenses - Schedule B

- Any gift with a value greater than \$50 given to a legislative or executive official should be itemized in Schedule B. Select Yes and Add Item to enter Schedule B items

## Itemized Schedules

---

Do you have any single gift greater than \$50 to itemize?

☒ Yes ☐ No

Any single gift given to any legislative or executive official or a member of his immediate family and reported in the expense totals of the principal, with a value of greater than \$50 should be itemized below. Report events, entertainment, meals and travel expenses in Schedule A.

## Schedule B Attachments

---


Date Accepted	Value	Gift Recipient	Exact Gift	Available Action
---------------	-------	----------------	------------	------------------

---

Add Item

# Itemized Expenses - Schedule B

- If you have more than one reportable gift to report click Save & New, if not click Save & Close
  - Only itemize gifts if the total value of any single gift was more than \$50
    - Names of legislative and executive officials must be reported if the value of the gift was more than \$50

 **VIRGINIA**  
CONFLICT OF INTEREST AND  
ETHICS ADVISORY COUNCIL

**Schedule B**  
**Gifts**

Click Cancel to exit the form  
without entering data

Any single gift given to a legislative or executive official or a member of his immediate family and reported in the expense totals of the principal, with a value of greater than \$50 should be itemized below. Report events, entertainment, meals, and travel expenses in Schedule A.

**Create New Schedule B**

Gift Details

Name of Recipient(s)*	Exact Gift*	Date Accepted*	Value*
Senator B	Insulated Ice Chest	07/12/2016	\$ 275.00

Save & Close

Save & New

Cancel

# Itemized Expenses - Schedule B

- Data entered will appear in the table and be included in your disclosure statement
  - Your itemized total for gifts might *not* match the total in the expenditures section because you only itemize any single gift with a value of \$50 or greater

Entertainment*	Compe
<input type="text" value="989.23"/>	<input type="text" value="8,965"/>
Gifts*	Honor
<input type="text" value="340.89"/>	<input type="text" value="0.00"/>

## Schedule B Attachments

Date Accepted	Value	Gift Recipient	Exact Gift	Available Action
7/12/2016	275.89	Senator B	Insulated Ice Chest	<a href="#">Edit</a>   <a href="#">Delete</a>

Add Item

You can edit or delete data as necessary

# Itemized Expenses - Schedule C

- If you entered any “Other” lobbying-related expenses in the Expenditures section you will be required to submit an itemized Schedule C (or several) equal to that amount

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing the principal.

If you are filing an incorporated filing, the expenditure totals, including “compensation of lobbyists,” includes those of yourself filing on behalf of.

Please enter numeric values only.

Entertainment*	Compensation of lobbyist(s)*
989.23	8,965.23
Gifts*	Honoraria*
340.89	0.00
Communications*	Other*
45.00	65.00

Do you have any other lobbying-related expenses to itemize?

☒ Yes ☐ No

This section is provided for any other lobbying-related expenses not covered in Step 7 (Expenditures). An example of an expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.

You indicated you have other lobbying-related expenses in the amount of \$65.00. Your schedule C itemized expenses must equal this amount.

## Schedule C Attachments

Date	Description	Amount	Available Action
		Total Other Expense:	\$0.00
		Total From Expenditures (Other Expenses):	\$65.00



# Itemized Expenses - Schedule C

- Click Add Item to enter the required information
  - Your total itemized Schedule C entries must equal the other lobbying-related expenses listed in the Expenditures section
  - If you do not need to itemize Schedule C items you will need to return to the Expenditures section of the wizard

## Schedule C Other Expenses

This section is provided for any other lobbying-related expenses not covered by Part III, items a-f. An example of an expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.

### Create New Schedule C

Other Expenses		
Date of Expense*	Description of Expense*	Amount*
<input type="text" value="12/23/2015"/>	<input type="text" value="Lobbyist In a Box subscription"/>	<input type="text" value="\$ 65"/>

click Cancel to exit the form without entering data

# Itemized Expenses - Schedule C

- Data entered will appear in the table and be included in your disclosure statement

## Schedule C Attachments


you can edit or delete as necessary

Date	Description	Amount	Available Action
12/23/2015	Lobbyist In a Box subscription	65.00	<a href="#">Edit</a>   <a href="#">Delete</a>
		Total Other Expense:	\$65.00
		Total From Expenditures (Other Expenses):	\$65.00

Add Item

# Preview Your Form

- You must preview your disclosure before signing and submitting

Definitions 

Start	Disclosure Editor: Review Disclosure	Step 9 of 9
Principal and Principal Officer	Lobbying Year: 2016-2017	Principal: Wizard of Oz
Lobbyist Information	Lobbyist: Michelle LeGates	
Employment Status	Your Lobbyist Disclosure is ready for submission. Please carefully review all the information on your Lobbyist Disclosure Statement and verify that it is accurate. After submission, you will no longer have the ability to modify this form.	
Lobbying Activity	You MUST preview your form upon completion to verify that its contents are accurate prior to submission.	
Filing Type	This Lobbyist Disclosure Statement will be available to the public via the searchable database on the Virginia Conflict of Interest and Ethics Advisory Council website, as required by § 30-356.	
Lobbyist Compensation	<div>Preview</div>	



- Using Internet Explorer
  - Your preview will open in a new tab in your browser
- Using Chrome
  - Your preview will open in a fancy box

# Preview Your Form

- The preview will open in a new box

VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL  
LOBBYIST'S DISCLOSURE STATEMENT

Print Disclosure Close

Home

Start

Principal and  
Principal  
Officer

Lobbyist  
Information

Employment  
Status

Lobbying  
Activity

Filing  
Type

Lobbyist  
Compensation

Expenditure  
Totals

Schedule A

Schedule B

Schedule C

**PART I: PRINCIPAL AND LOBBYIST INFORMATION**

1. Please provide the name of the Principal for which you lobbied.

NAME OF PRINCIPAL: Winco of DC

2. Please provide the name of the individual authorizing your employment as a lobbyist. The lobbyist filing this statement MAY NOT be the owner or the principal officer.

NAME OF PRINCIPAL OFFICER: Corinne Test

Permanent Business Address: 119 main street Richmond, VA 23140

Business Telephone: 8043333333

E-Mail Address: michelle.legato+test@gmail.com

3. Please provide the name of the lobbyist completing this disclosure statement on behalf of the principal listed above.

NAME OF LOBBYIST: Michelle LeGato

Permanent Business Address: 119 main street Richmond, VA 23140

Business Telephone: 8043333333

E-Mail Address: michelle.legato@gmail.com

4. Describe your relationship with the principal.

EMPLOYMENT STATUS:

As a lobbyist, you are (check one):

☐ EMPLOYED (on the payroll of the principal)

☒ RETAINED (incorporated but not on the payroll of the principal)

☐ NOT COMPENSATED (not compensated but expenses may be reimbursed)

5. Identify the subject matter (with as much specificity as possible) for which you or those incorporated on this filing lobbied.

EXECUTIVE AND LEGISLATIVE ACTIONS AND PROCUREMENT TRANSACTIONS

etc.

6. Indicate how your disclosure statement is being filed.

all no long

direct an

click the X to close the preview and return to electronically sign your disclosure

# Electronic Signature

- You must electronically sign your disclosure by typing your name twice in the boxes provided
  - Press Submit once you have electronically signed your form

## Statement of lobbyist

I, the undersigned registered lobbyist, do state that the information furnished on this disclosure statement and on all accompanying attachments required to be made thereto is, to the best of my knowledge and belief, complete and accurate.

Any filer who knowingly and intentionally makes a false statement of material fact on the Lobbyist's Disclosure Statement is guilty of a Class 5 felony.

Signature\*

Michelle LeGates  
Michelle LeGates

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION.

Signature\*

Michelle LeGates  
Michelle LeGates

You signatures must match

Your name must match exactly as shown, here there is a space before the first name which is why the signature will not be accepted

Click Submit to continue...

Back

Submit

# Submission of the Disclosure

- Confirmation of your disclosure submission

Start	Disclosure Editor: Review Disclosure
Principal and Principal Officer	Lobbying Year: 2016-2017
	Lobbyist: Michelle LeGates
Lobbyist Information	
Employment Status	
Lobbying Activity	<b>Signature Successfully Saved</b>
Filing Type	Are you sure you want to submit your Lobbyist Disclosure Statement?
Lobbyist Compensation	After submission, you will be unable to make any further modifications.
	<input type="button" value="Confirm Submission"/> <input type="button" value="Cancel"/>

# Confirmation

- Once you electronically sign and submit your disclosure the confirmation screen will let you know if there is any further action required by either the lobbyist or the principal officer. You will receive one of the following messages:
  - Your Principal Officer has waived their signature requirement.
    - No further action is necessary on your part
  - Awaiting Principal Signature
    - It is your responsibility to ensure that the Principal Officer e-signs or signs and returns the Principal Signature Waiver form to the Virginia Conflict of Interest and Ethics Advisory Council
- If your principal officer has already signed the disclosure statement you will only be able to review the data entered
  - After you electronically sign the disclosure you will receive the following message:
    - Signed and Submitted – You will receive an email upon approval of your disclosure

# Confirmation

- Once all signatures are complete, or a waiver has been submitted, your disclosure status will be Signed and Submitted

## My Disclosure Forms

This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

Show 10 ▾	← Previous 1 Next →			
▼ Lobbying Year	⚙ Lobbyist	⚙ Principal	⚙ Status	⚙ Available Actions
2016-2017	Michelle LeGates	Wizard of Oz	Signed and Submitted	<a href="#">View</a>

- Upon approval of your disclosure you will receive a confirmation email from the Ethics Council and your disclosure status will be Approved

## My Disclosure Forms

This view lists all of the disclosure forms that you have created or are party to and displays the current status of each disclosure. Use the buttons in the available actions section to work with a disclosure form.

Show 10 ▾	← Previous			
▼ Lobbying Year	⚙ Lobbyist	⚙ Principal	⚙ Status	⚙ Available Actions
2016-2017	Michelle LeGates	Wizard of Oz	Approved	<a href="#">View</a>